

WisWAP Reporting of Mobile Homes

1. Edit Job as Normal

Select "Edit Building"

Building Information	
Building #	Grantee Building #
Grantee	City/State/Zip
Housing Type	Total Units
Total Units Wx'd	Date Prev. Wx'd
Vacant Building	PB Eligible
Shelters	Building Status
Master Meter Electric	Landlord
Auditor Inspection	Date Completed
DOE Inspection	Is Building Computer Audited
Is ARRA Building?	Created By
Year Built	Last Updated By
Exempt Historic Review	

☒ Edit Building ☐ Delete Building ☒ Add Reweathering Cycle ☐ Change Grantee Zipcode

2. Fill in required cells

Select "No" for "Is Building Computer Audited" on Measures List mobile homes

Grantee Building Number	<input type="text"/>
Housing Type*	Mobile home
Year Built	1999
Exempt Historic Review	<input checked="" type="radio"/> Yes <input type="radio"/> No
Total Units*	1
City / State / Zip / County	<input type="text"/>
American Recovery and Reinvestment Building?*	No
Master Electric Meter	<input type="checkbox"/>
Landlord	<input type="text"/> Select Landlord Remove Landlord
Number of Units Weatherized*	1
Date Last Weatherized	<input type="text"/>
Public Benefits Eligible	Yes
Public Benefits Override	No
Public Benefits Overridden By	
Public Benefits Override Reason	
Is Building Computer Audited	<input type="radio"/> Yes <input checked="" type="radio"/> No

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3. Add Regular Job

Select "Add Regular Job"

Regular Job Information							
Job ID	Unit #	Area Type	Grantee Job #	Job Type	Work Start Date	Work End Date	Job Invoice Status
<input checked="" type="radio"/> Add Regular Job		<input checked="" type="radio"/> Add Regular Common Area Job					
Baseload Job Information							

4. Add Edit Measures

Select "Add/Edit Measures"

Job Status	Open	<input type="radio"/> Edit Job
Unit Job #		<input checked="" type="radio"/> Add Rework Job
Work Crew		<input checked="" type="radio"/> Add/Edit Measures
Start Date		<input type="radio"/> Job Costing
Completion Date		<input type="radio"/> Printable Work Order
Estimated Total	\$ 0.00	<input type="radio"/> Job Summary
Job Total	\$ 0.00	<input type="radio"/> Delete This Job
Inspection		

5. Add New Measure

Select "Add New Measure"

Edit Measure Details	
Existing Measures	-- Select an existing measure to edit --
<input checked="" type="radio"/> Add New Measure	<input type="radio"/> Save to DB <input checked="" type="radio"/> Delete Measure
• To edit an existing measure, select the measure from the above list.	

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6. Selecting Measure

Select applicable measure. Remember to select only the Measures List allowable measures if weatherizing the home by use of the measures list. Utilize the Measures List Chart that is on the HE+ website for a reference. (will insert link here to website)

The screenshot shows the 'Select a Measure' dialog box in the WisWAP software. It is divided into three sections: '1) Select a Category', '2) Select a Measure', and '3) Click 'Ok''. In the '1) Select a Category' section, a list of categories is shown, with 'Air Sealing' selected. In the '2) Select a Measure' section, a list of measures is shown, with 'ABD025: Non-Guideline Sealing Mobile Home' circled. The '3) Click 'Ok'' section contains 'Ok' and 'Cancel' buttons.

7. Reporting Measure

Select applicable funding source (PB/EAP only choices), enter in actual costs, and select “ready for invoice”.

The screenshot shows the 'New Measure' form for 'ABD025 - Air Sealing - Non-Guideline Sealing Mobile Home'. The form includes several sections:

- Measure Costs:** A table with columns for Qty, Labor Hours, Unit Cost, and Total Cost. It has rows for Estimate and Actual.
- Measure Cost Reductions:** A section with 'Available' and 'Applied' buttons. It lists 'Fixed Fee', 'Landlord', 'Muni/Coop', and 'Agency' with an 'Add >>' button.
- Measure Funds:** A section with 'Available' and 'Applied' buttons. It lists 'PB' and 'EAP' with an 'Add >>' button. This section is circled in the image.
- Measure Invoicing:** A section with 'Ready For Invoice' and 'Not Installed' checkboxes. It also shows 'Total Actual Cost', 'Total Cost Reductions', 'Net Cost', 'Invoice Amount', and 'Net Cost - Invoice Amount' all set to \$0.00.
- Measure Specifications:** A section with a text area and a 'Comments' section.

At the bottom of the form, there is a red bar with the text 'Invoice Amount Summaries (Entire Job)'.

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